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Report For Week Ending 22 October 1957
From
Records Center

During the week the following accessions were made:

OCR	16	Cu. Ft.
PERS	9	" "
DD/P	70	" "
DD/I Office	1	" "
OSI	1	" "
OTR	1	" "
OL	2	" "
ORR	3	" "
Sub-Total:	103	Cu. Ft.
Finished Intelligence	49	" "
Total:	152	Cu. Ft.

Map Negatives	1,007	Cu. Ft.
Records Holdings	24,680	" "
Distribution Material Holdings	10,888	" "
Total:	36,575	Cu. Ft.

Distribution Material Disposed of at Center	20	Cu. Ft.
Distribution Material Transferred from Center	5	" "
Records Disposed of at Center	0	" "
Records Transferred from Center	4	" "
Total:	29	Cu. Ft.

Accessioning

USIA returned 20 cubic feet of NIS material of which 18 cubic feet
were destroyed in accordance to existing stock levels.

The dividers and folders, which were assembled into sets to correspond
to the Agency Subject-Numeric Filing system, have been received.

Reference

The Library submitted a large list of classification changes for
documents that are to be regraded in accordance to Agency Regrading
Bulletins.

General

Four employees attended the IRAC meeting held at the National Archives.

The metal-mesh fence has been constructed around the incinerator, and
all that remains to be done is to paint the metal-mesh.

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General - continued

Six employees of DD/P/FE visited the Center and were very impressed with the operation.

25X1

Chief, Records Center Division

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The following figures indicate the space utilization by operating
component within the Center:

Operating Component	Available	Utilized	Total
Supplemental Distribution	1,554	10,356	11,910
DD/P	1,340	7,390	8,730
DD/S	379	7,961	8,340
DD/S (Compt.Grilled Area)	61	419	480
DD/I	623	6,817	7,440
DD/I (Grilled Area)	1,167	2,613	3,780
DCI	3	27	30
Map Negative	583	1,007	1,590
TOTAL:	5,710	36,590	* 42,300

* This total includes 1,080 cubic feet of emergency shelving that has
been erected in the Center.